

ASSET DISPOSAL POLICY

I. PURPOSE

To conduct business, it is necessary for Pioneer to purchase equipment, including but not limited to office furniture and, computer systems and storage devices. Over time Pioneer will need to replace the old equipment to accommodate new technologies or to increase business process efficiencies. This policy is to establish a policy and a set of procedures for handling these assets.

II. SCOPE

This policy applies to all Pioneer assets.

III. DEFINITIONS

"Surplus Equipment" shall mean all equipment that have become unsuitable for Pioneer use, worn out, or obsolete.

"Donation" shall mean to contribute equipment to a public, not-for-profit, or charitable organization.

"Eligible Organizations" shall mean public bodies, charitable, civic, or not-for-profit 501(c)(3) organizations.

"Information Systems" shall mean an integrated set of components for collecting, storing, and processing data and for providing information, knowledge, and digital products.

IV. POLICY

Surplus Equipment

Department heads are responsible for identifying and reporting equipment that is recommended to be labeled as surplus. The department head will draft a memo to the Director of Finance and Administration listing these items for consideration.

Equipment that has been recommended as surplus will have a value assigned by the Director of Finance and Administration. If

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the value of the individual item is \$5,000 or less, the Executive Director can declare the item surplus. If the value of the individual item is above \$5,000, Pioneer's Governing Board can declare the item as surplus.

Once items are declared surplus, the Director of Finance and Administration is responsible for disposal of items. Disposal can include sale, destruction of items, or donating the items to an eligible organization. Sales procedures may include negotiated sales, acceptance of sealed bids, or public auction. Services of a paid auctioneer may be used, as appropriate.

Organizations eligible for donations must provide the following:

- Proof of 501(c)(3) status.
- Statement of benefit that the donated items provide the organization.
- Plan for receiving items.

Under no circumstances can surplus equipment be donated to a Pioneer employee, Board member, or persons directly affiliated with the operations of Pioneer.

Computer hard drives and other forms of electronic media must be disposed by the information technology (IT) department as described in this policy.

Computer hard drives and other forms of electronic media

The transfer or disposition of data processing equipment, such as computers and related media, shall be controlled. Data can be present on any type of storage device, whether fixed or removable, that contains data and maintains the data after power is removed from the device. Due to the advances in computer forensics, simply deleting the data and formatting the disk will not prevent someone from restoring the data. However, sanitization of the storage media removes the information from the media in such a way that data recovery using common techniques or analysis is prevented.

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All computer desktops, laptops, hard drives, and portable media must be given to the IT Department for proper disposal. This list of items is not exclusive and may be expanded at the discretion of the IT department.

The IT department shall ensure all that the following actions are taken in connection with the disposal of qualifying:

- The item has been labeled as surplus by the Director of Finance and Administration.
- All hard drives and other computer storage media shall be properly processed through an appropriate sanitization process.
- After sanitization, all hard drives and other computer storage media shall be physically destroyed by an organization with an R2 recycling or NAID AAA certification.
- A certificate of destruction is obtained for all destroyed hard drives and other computer storage media

To best protect Pioneer's company and customer data, under no circumstances can surplus computer hard drives and other forms of electronic media be donated.

V. ENFORCEMENT

Any Staff member found to have violated this policy may be subject to disciplinary action, up to and including termination.

VI. DISTRIBUTION

This policy is to be distributed to all Pioneer staff.